



**DEPARTMENT OF VETERANS AFFAIRS**  
**DELEGATED EXAMINING UNIT**  
Greater Los Angeles Healthcare System  
11301 Wilshire Boulevard  
Los Angeles, CA 90073

In Reply refer to: 691/05DEU  
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EXAMINING ANNOUNCEMENT: **VA-1-SR-17**  
OPEN UNTIL FURTHER NOTICE  
NO WRITTEN TEST REQUIRED  
GS-646-4/5/6/7

**OPPORTUNITIES FOR EMPLOYMENT**

AS A

**PATHOLOGY TECHNICIAN (HISTOLOGY/CYTOLOGY)**

WITH THE

**DEPARTMENT OF VETERANS AFFAIRS**

“America is # 1—Thanks to our Veterans”

**LOCATION OF POSITIONS:** Most of the positions will be at the department of Veterans Affairs Medical Centers and Clinics located in Northern and Southern California and Nevada, and some positions may be located in Hawaii, Samoa and Guam.

**DESCRIPTION OF DUTIES:** Cytology technicians prepare and screen slides of specimens of various body fluids from patients in the search for abnormalities that are the warning signs of cancer and other cell abnormalities. Histopathology technicians cut and stain very thin sections of tissues that have been removed from the human body for microscopic examination by the pathologist to determine the presence of pathological conditions. Some histopathology technicians may also perform similar work in connection with animal tissues.

**QUALIFICATION REQUIREMENTS:** Candidates must meet the experience requirements specified below:

<b><u>GRADE</u></b>	<b><u>GENERAL EXPERIENCE</u></b>	<b><u>SPECIALIZED EXPERIENCE</u></b>
GS-4	6 months	6 months
GS-5	-	1 year equivalent to GS-4 in Federal Service
GS-6	-	1 year equivalent to GS-5 in Federal Service
GS-7	-	1 year equivalent to GS-6 in Federal Service

**GENERAL EXPERIENCE:** This is experience which demonstrates the candidate's ability to perform the work of the position, or experience which provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

**SPECIALIZED EXPERIENCE:** This is experience in anatomical pathology technician work in cutting and staining very thin sections of human tissue specimens for microscopic examination and/or testing and examining body fluids, etc., for abnormalities in cell structure.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

**GS-4**

Successful completion of (a) an associate degree course of study of which the second year of the 2-year program included successful completion of a training course of approximately a year's duration in a certified laboratory assistant school approved by a nationally recognized accrediting agency; (b) one year of study that included 6 semester hours in chemistry and/or biological sciences plus successful completion of a full-time training course of approximately a year's duration in a medical or clinical assistant (or technician) school which included instruction in chemistry, hematology, blood banking, and microbiology (including serology) and which, in addition, included supervised laboratory practice incident to the diagnostic process and the treatment of patients; or (c) two years of study which included at least 12 semester hours of chemistry and/or biological science course work which must have been directly related to the specialization of the position.

## GS-5

Successful completion of (a) a full 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in subjects appropriate to the position; (b) successful completion of 2 academic years of study which included at least 24 semester hours in chemistry and/or appropriate fields of biological science and successful completion of a 12-month program of education, training and supervised experience in cytotechnology or in histopathology which has been approved by a nationally recognized accrediting agency.

Completion of appropriate training such as inservice training programs; training acquired while serving in the Armed Forces, and government-sponsored developmental training programs will be allowed credit on a month-for-month basis, generally through the GS5 level. Such training meets general or specialized experience requirements depending upon its applicability.

Equivalent combinations of successfully completed post-high school education and experience are also qualifying. The combination of education and experience may be qualifying for positions through the GS-5 level.

## GS6/7

Graduate education or an internship meets the specialized experience required above GS-5 ONLY in those instances where it is directly related (histology or cytology) to the work of the position. Six months of graduate education meets the requirements for a GS-6 and one year of graduate education meets the requirements for GS-7.

**BASIS OF RATING:** Candidates rating will be based upon an evaluation of experience and training as shown in the application and any other supplementary information which may be submitted.

**TERM OF ELIGIBILITY:** Candidates will receive employment consideration for 12 months from the date on the eligibility letter. Eligibility may be extended for an additional 12-month period by submitting updated qualifications information after 10 months of eligibility.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates for Federal employment receive consideration without regard to race, religion, color, sex, national origin, political affiliation, age (with statutory exceptions), or any other non-merit factor.

**HOW TO APPLY:** (Submit the following forms)

1. Optional Form 306 **plus** Optional Form 612 or resume (or any other written format). For resumes the following information must be included. Please give the name and address of your employer(s), give the dates (starting and ending month/year) you were employed, the average number of hours worked per week and describe the duties you performed. Be sure to include all of you related experience including time spent in the Armed Forces and any other non-paid work experience. Be sure to show the lowest salary or grade level acceptable.
2. **Provide beginning and ending dates of employment and the average**

**number of hours worked per week for each position listed on your application or resume.**

3. **Applicants must provide their Social Security Number in order to have their application package accepted.**
4. A copy of college transcripts if you are applying on the basis of education or a combination of education and experience.
5. Submit a copy of your DD 214 if you are applying for Veterans Preference. If you are applying for 10 Point Veterans Preference, submit a copy of your DD 214 along with Standard Form 15 with appropriate proof dated within the last 12 months.

### **(VETERANS PREFERENCE)**

- *During the period December 7, 1941 to July 1, 1955.*
  - *For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976.*
  - *Operation Joint Endeavor in Bosnia from November 20, 1995 to December 20, 1996.*
  - *Operation Joint Guard from December 20, 1996 to: (To Be Determined). The Secretary of each military department must decide which members are eligible.*
  - *During the Gulf War from August 2, 1990 through January 2, 1992 (who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long). Otherwise eligible means that the person must have been released from the Service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.*
  - *In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia and Bosnia.*
  - *Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.*
6. If you are currently a Department of Veterans Affairs employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the Department of Veterans Affairs' Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration you must:
    - A. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and the date of the RIF separation has not passed and you are still on the rolls of Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.

- B. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
  - C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
  - D. Be currently employed by Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
  - E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - F. Be rated well qualified for the position. ACTAP candidates attaining an eligibility rating for this position of 80.0 or above (not including veterans preference points) will be considered "well-qualified."
7. If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Program (ICTAP). To receive this priority consideration you must:
- A. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or your agency documenting your priority consideration status with your application package.
    - 1. Current or former career or career conditional (tenure group I or II) competitive service employee who:
      - a. Received a RIF separation notice; or
      - b. Separated because of compensable injury, and whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      - c. Retired with a disability and whose disability annuity has been or is being terminated; or
      - d. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
      - e. Retirement under the discontinued service retirement option; or
      - f. Was separated because he/she declined a transfer or function directed reassignment to another commuting area.
    - 2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the title 5 United States Code; or
  - B. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  - C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).

- D. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
- E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- F. Be rated well qualified you must earn the score cut-off of 80.0 (prior to the assignment of veterans preference points) which distinguishes well-qualified candidates from minimally qualified candidates on the rating criteria developed for the position.

8. Listed below are tasks that are commonly performed by Pathology(Histology/Cytology) Technicians. Please circle the letter corresponding to those tasks you have performed **on your own** (you may list those tasks on a separate sheet of paper):

### **HISTOLOGY**

- 1. Performing Argentaffin stains
- 2. Performing Bielschowsky stains
- 3. Performing Bodion Stains
- 4. Performing Cone & Penfield stains
- 5. Performing Enzyme stains
- 6. Performing Glees & Marsland stains
- 7. Performing Holmes stains
- 8. Performing Myelin stains
- 9. Adapting tests, stains, procedures, etc. to apply to new and/ or different situations.
- 10. Performing quality control
- 11. Working with frozen sections
- 12. Cutting serial sections
- 13. Cutting, embedding, fixing and handling delicate tissue from various parts of the body such as nerve, brain, tooth, eye, etc.
- 14. Performing cutting or sectioning.
- 15. Performing dehydration
- 16. Performing embedding
- 17. Performing fixation (technician processing)
- 18. Performing mounting
- 19. Performing staining (hematoxylin and eosin).
- 20. Performing record keeping.
- 21. Performing special stains. (histo-chemical)
- 22. Performing special stains. (histo-chemical) under close supervision
- 23. Performing histopathology equipment maintenance
- 24. Performing special photography or histopathology specimens
- 25. Performing simple embedding, cutting, etc.,under close supervision.

### **CYTOLOGY**

- 1. Operating electron microscope equipment.
- 2. Performing specialized procedures such as cytogenetics, karyotyping, or identification of genetic diseases.

3. Performing quality control or verifying determination made by other technicians on many types of cytological specimens.
  4. Preparing and examining two or more types of cytological specimens from any part of the body including those from the urinary tract, respiratory tract, digestive system, pleural fluid, peritoneal fluid, direct smears from lesions and buccal sides as well as specimens from the vaginal track.
  5. Working with PAP smears.
  6. Performing preparation (fixing & staining) and microscopic examination of slides of vaginal & cervical smears. Determining whether the slides are negative or positive for malignant cells and determining the degree of abnormality in specimens that show abnormal cell structure.
  7. Preparing, fixing & staining vaginal and cervical smears.
  8. Examining vaginal & cervical smears under close supervision. Specific criteria are provided for any determinations made, and abnormal or typical findings are reviewed.
9. Indicate your geographic preference by either circling the number corresponding to the locality where you will accept employment or write the number on the front of your application package.
1. Downtown Los Angeles
  2. West Los Angeles/Santa Monica Area
  3. Long Beach/San Pedro Area
  4. San Fernando Valley Area/Sepulveda
  5. San Diego Area
  6. Santa Barbara Area
  7. Loma Linda/Riverside/San Bernardino Area
  8. Southern Nevada (Las Vegas)
  9. Bakersfield
  10. Fresno
  11. Los Banos
  12. Auburn
  13. Reno
  14. Eureka
  15. Redwood City
  16. Rohnert Park
  17. San Francisco
  18. Santa Rosa
  19. Benicia
  20. Berkeley
  21. Chico
  22. Concord
  23. Martinez
  24. Oakland
  25. Pleasant Hill
  26. Travis Air Force Base in Fairfield

27. Redding
28. Sacramento
29. Vallejo
30. Livermore
31. Menlo Park
32. Hawaii
33. Guam
34. Samoa
35. Modesto
36. Monterey
37. Palo Alto
38. San Jose
39. Santa Cruz
40. Stockton

10. Indicate the hours and type of appointment you will accept by either circling the number corresponding to your availability or write your type of appointment availability on the front of your application package.

1. Full-time employment
2. Part-time employment 25 to 32 hours per week
3. Part-time employment 17 to 24 hours per week
4. Part-time employment 16 or less hours per week
5. Shift work
6. Intermittent
7. Temporary employment lasting 5 to 12 months.
8. Temporary employment lasting 1 to 4 months.
9. Temporary employment lasting less than 1 month.

**WHERE TO OBTAIN FORMS:** A copy of this announcement and the forms required to apply may be obtained from the following address:

**DELEGATED EXAMINING UNIT (05/DEU)  
VA Greater Los Angeles Healthcare System  
Bldg. 258, Room 128  
11301 Wilshire Blvd.  
Los Angeles, CA 90073  
(310) 268-4150  
(310) 268-4929 FAX**

**WHERE TO FILE:** Submit the completed application forms to the above address. Incomplete forms will delay eligibility. Applications mailed in government franked envelopes or faxes received from federal government agencies **will not be accepted** for employment consideration.



**SALARY INFORMATION:** For information regarding salary, please contact the Delegated Examining Unit.

UNITED STATES CITIZENSHIP REQUIRED

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER